

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Legal Secretary (Confidential)	Job Family: 2
General Classification: Professional	Job Grade: 18

Definition: To perform a wide variety of complex and confidential secretarial and clerical duties for the City Attorney's Office.

Distinguishing Characteristics: Reports directly to the City Attorney. Receives direction from the City Attorney, Senior Assistant City Attorney, Assistant City Attorneys and the Executive Assistant to the City Attorney. Exercises supervision of assigned support staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Provide legal support to the City Attorney, Senior Assistant City Attorney and Assistant City Attorneys in all aspects of litigation, including, but not limited to, transcribing and proofreading various legal documents, including pleadings, pre- and post-trial motions, discovery and trial briefs; filing documents with the court; maintaining calendar for timely filing of documents, appearances, depositions and other proceedings and meetings requiring counsel participation/attendance.
2. Provide secretarial and administrative support to the City Attorney, Senior Assistant City Attorney and Assistant City Attorneys, including composing correspondence for the attorneys' signatures; screening mail and phone calls; scheduling appointments; and ensuring that proper department records are kept.
3. Receive and process all claims filed against the City.
4. Contact affected departments to research and document pertinent information about claims; maintain close contact with Risk Manager.
5. Prepare necessary documents on claims and communicate with claimants concerning the claims processing procedure, current status and final resolution of claims.
6. Maintain computer filing system for claims, litigation and legal bills.
7. Respond to public inquiries, both on the telephone and in person, and refer to appropriate staff members for more specific information as appropriate; exhibit familiarity with functions of the City.

Position Title: Legal Secretary (Confidential)

Page 2

8. Perform basic legal research using City Attorney's Office library, Lexis/Nexis, the Internet and other research tools.
9. Perform a variety of secretarial, clerical and administrative duties as required by daily operations of the City Attorney's Office.
10. Act as a backup to the Executive Assistant to the City Attorney in his/her absence.
11. Maintain and update law library.
12. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic English and arithmetic; court rules and procedures; proper formatting of legal documents, including, but not limited to, pleadings, discovery, pre- and post-trial motions, trial briefs; business letter writing; office management techniques; operation of personal computers; basic organizational structure and functions of Mountain View's City government; proper punctuation, spelling, grammar and vocabulary; types and uses of common office machines.

Ability to: Transcribe legal documents, memoranda and correspondence; maintain calendar for purposes of litigation and all proceedings requiring counsel participation; prioritize a variety of legal secretarial, administrative and clerical tasks in a highly sensitive environment; proofread documents and be especially attentive to detail; communicate effectively with City employees and the general public; deal effectively with irate citizens as necessary; manage and coordinate office functions; perform independently in clerical and administrative work; get along with office personnel; employ good judgment and make sound decisions in accordance with established procedures and policy.

Experience and Training Guidelines: Requires a minimum of two (2) years of litigation, legal secretarial or other similar experience in a law firm, public agency or other similar office.

Recommended: Office management and clerical experience involving frequent public contact.

Required Licenses or Certificates: A legal certificate from a community college, four-year accredited college or other similar institution will be considered.

Established June 3, 1999

Position Title: Legal Secretary (Confidential)

Page 3

Revised January 7, 2000

CLASS SPECS

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